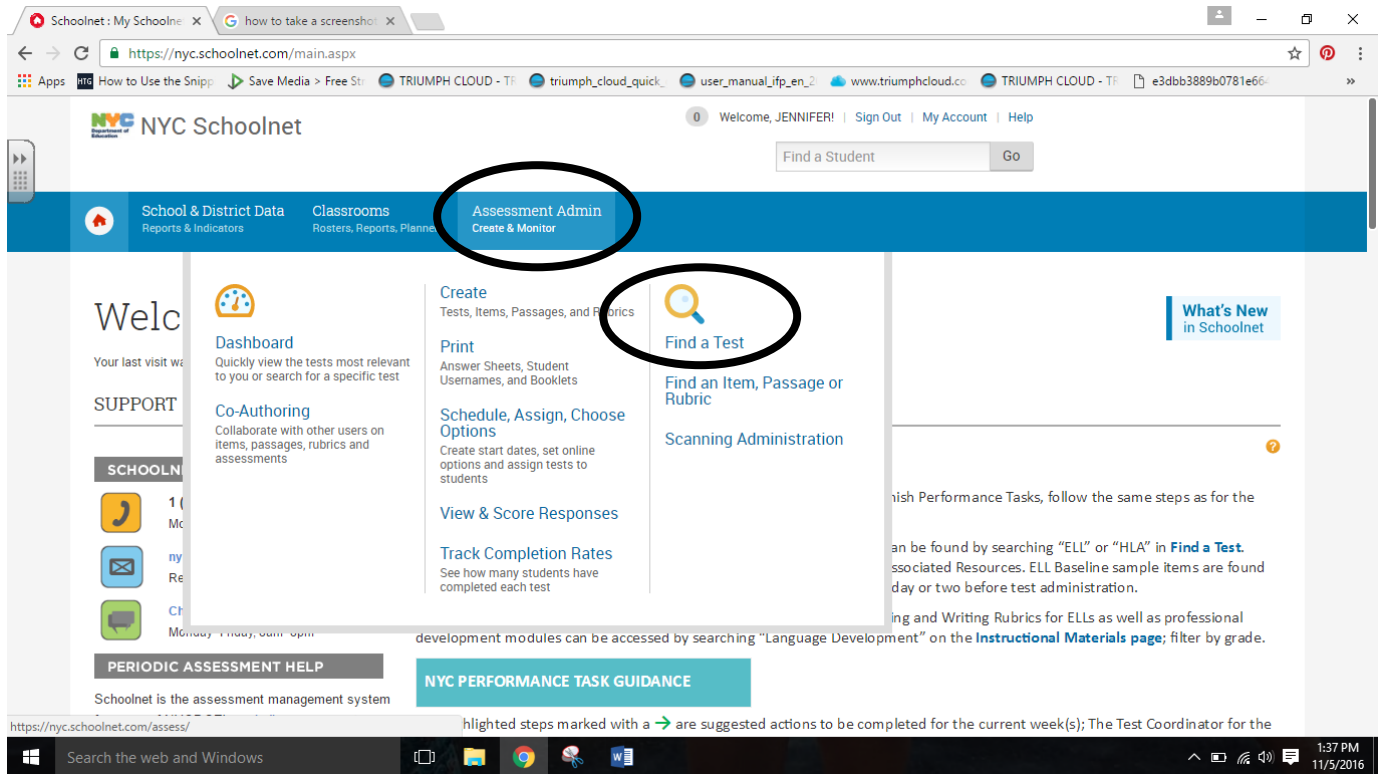


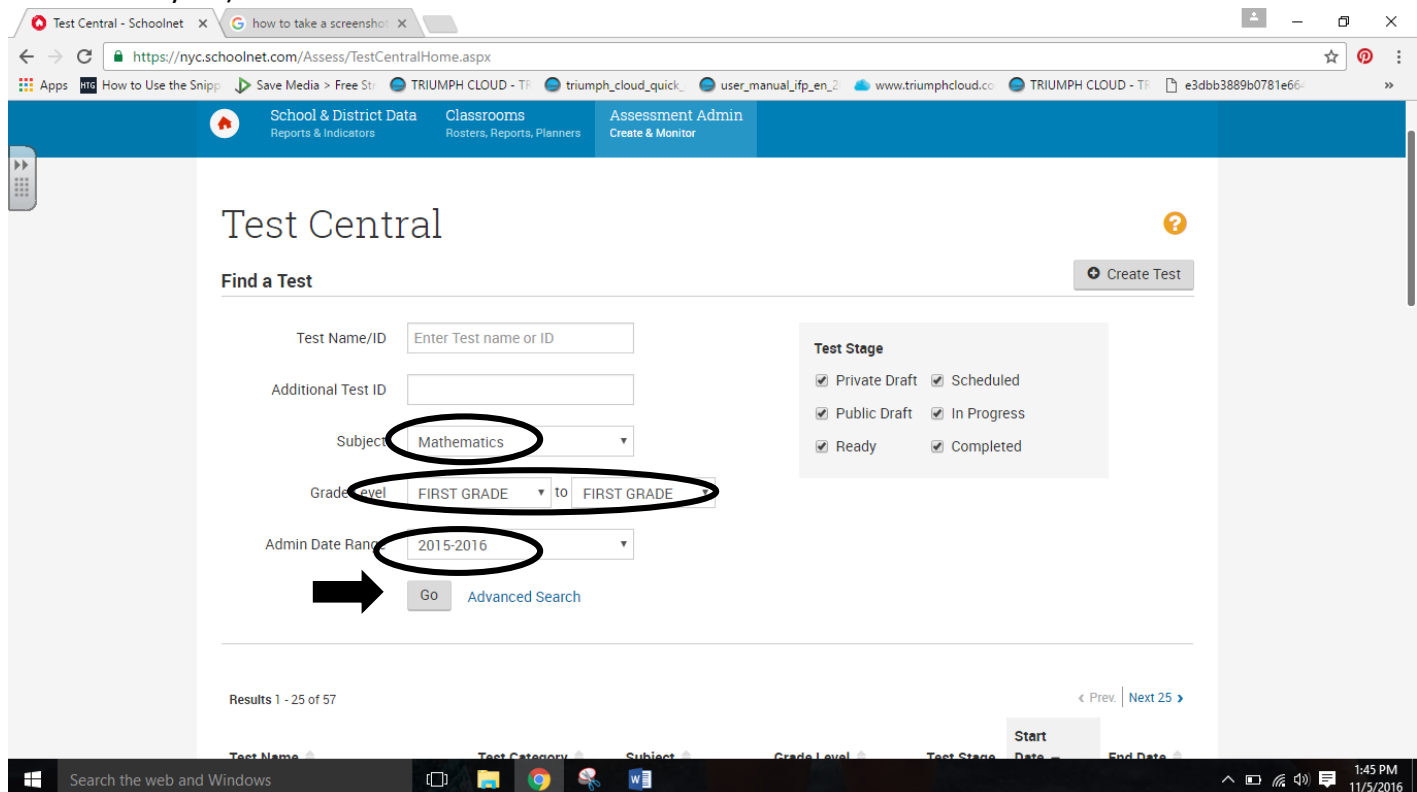
# Steps to EDIT Assessments on Schoolnet

Log on to [nyc.schoolnet.com](https://nyc.schoolnet.com) (Use DOE Email Credentials)

1. Hover over the **ASSESSMENT ADMIN** category until the sub menu comes up. From there, choose to **FIND A TEST**.



2. Search for a test by narrowing down the assessments in the drop down menu. Make sure to choose **mathematics**, the correct **grade level** and the **2015-2016** school year (since the assessment was created last year) and click **GO**.



3. Scroll down to see the results of your search. Choose the assessment you would like to edit.

Test Central - Schoolnet

https://nyc.schoolnet.com/Assess/TestCentralHome.aspx

Results 1 - 16 of 16

Test Name	Test Category	Subject	Grade Level	Test Stage	Start Date	End Date
Go-Math Grade1 EOY 2015-2016	School Unit	Mathematics	FIRST GRADE	Completed	06/08/2016	06/24/2016
First Grade - Chapter 8	School Unit	Mathematics	FIRST GRADE	Completed	05/04/2016	06/28/2016
2015-16 NYCPT G1 MAT EOY	Central End of Year	Mathematics	FIRST GRADE	Completed	04/19/2016	06/24/2016
Go Math Grade 1 Chapter 7 2015-2016	School Unit	Mathematics	FIRST GRADE	Completed	03/31/2016	06/19/2016
Go Math Grade 1 MOY 2015-2016 Revised (COPY)	School Baseline	Mathematics	FIRST GRADE	Completed	03/03/2016	06/24/2016
Go math grade 1 chapter 5 2015-2016 (COPY)	School Unit	Mathematics	FIRST GRADE	Completed	02/23/2016	06/24/2016
Go math grade 1 chapter 5 2015-2016	School Unit	Mathematics	FIRST GRADE	Completed	02/22/2016	06/15/2016
2015-16 NYCPT G1 MAT MOY	Central Middle of Year	Mathematics	FIRST GRADE	Completed	02/02/2016	04/01/2016
Go Math Grade 1 Chapter 4 2015-2016	School Unit	Mathematics	FIRST GRADE	Completed	01/05/2016	06/28/2016
Go Math Grade 1 Chapter 3 2015-2016	School Unit	Mathematics	FIRST GRADE	Completed	12/08/2015	04/08/2016
Go Math Grade 1 BOY 2015-2016	School Unit	Mathematics	FIRST GRADE	Completed	12/01/2015	06/19/2016

Search the web and Windows

9:18 AM 11/6/2016

4. You will now view all test details. On the left side menu, select **copy test**.

Test Detail - Go Math Grade 1

https://nyc.schoolnet.com/Assess/ViewTestDetails.aspx?testid=18130&referrer=~%2FAssess%2FTestCentralHome.aspx

Back to Previous Page

## Test Detail

Go Math Grade 1 Chapter 3 2015-2016 (Test Key Only) [18130]

Online Passcode: PY6QU4N

Test Stage: Private Draft | Public Draft | Ready To Schedule | Scheduled | In Progress | **Completed**

Test Actions

- Copy Test**
- Answer Sheets
- Score Test
- View Usernames
- Student Test Booklet (.doc)
- Answer Key (.pdf)
- Scoring Instructions (.pdf)

Status & Student Comments

### Test Content

Item	1	Open Response	Actions
			Point Value 1
			Standard ID MA.1.1.OA.3
			Response Type Written
			more
Item	2	Open Response	Actions

Search the web and Windows

9:22 AM 11/6/2016

5. **Edit the Test Name** to reflect our current school year. Please keep the assessment names consistent. **GO MATH: GRADE: CHAPTER: SCHOOL YEAR.**

Create: Manual Test

Test Name\* Go Math Grade 1 Chapter 3 (SAMPLE)

Additional Test ID

Subject\* Mathematics

Grade Level\* FIRST GRADE to FIRST GRADE

Number of Items 12 All Multiple Choice

Test Category School Unit

Hide Item Content from Test Results Yes No

**NOTE: DO NOT CHANGE OR EDIT ANY OTHER DROPPDOWN MENU. LEAVE EVERYTHING THE SAME.**

6. Scroll down and select **generate test**.

Hide Item Content from Test Results Yes No

Score Type Total Score

Preferred Standards Document\* NY Common Core: Mathemat

Answer Key Only Yes No

Enable Assessment Notes Yes No

Test Item Defaults

Test Settings

Co-Authoring Settings

Cancel Clear Generate Test

7. Choose the question you would like to edit by selecting the **Actions** dropdown menu. Choose **edit**.

Test Detail - Go Math Grade 1 Chapter 3 (SAMPLE) (Test Key Only) [25382]

Test Stage: Private Draft | Public Draft | Ready To Schedule | Scheduled | In Progress | Completed

Make Public

Test Actions

- Copy Test
- Delete this Test
- Student Test Booklet (.doc)
- Answer Key (.pdf)
- Scoring Instructions (.pdf)

Co-Authoring Settings

Schedule Information

Associated Resources

Test Properties

Test Item Defaults

Instructions

Add Instructions

Test Content

Add Item

Item 1: Open Response

Actions

- View
- Edit
- Delete
- Timer off

Item 2: Open Response

Point Value: 1

Standard ID

8. You will be directed to a new screen. Here you can edit any question in many ways. You can edit the **type of question** (i.e., from multiple choice to open response, etc.)

Edit Item

Go Math Grade 1 Chapter 3 (SAMPLE):Editing (Ans...)

Return to Test Details

Item 1: Open Response

Change Type

ONLINE STUDENT RESPONSE OPTIONS

Response Type: Written

Response Language: English

Text Editor: Simple

Equation Editor

Spell Check (Schoolnet Only)

Grammar Check (Schoolnet Only)

Answer Sheet Options

Number of Answer Sheet Pages for Student Response: Do not capture student response

Answer Sheet Response Instructions: See test booklet

SCORING

Select Rubric

9. If you continue to scroll you can edit the **point value** of the question or edit the **Common Core Math Standard**.

Go Math Grade 1 Chapter 3 (SAMPLE):Editing (Ans...)

Item 1 ✓ Delete 12 items < >

**SCORING** Select Rubric

Maximum Points (0-999)  ☐ Allow decimal scoring on answer sheets

[+ Add Scoring Instructions](#)

**EXEMPLARS** + Add Text + Add Files

**STANDARD ALIGNMENT** Select Standards

NY Common Core: Mathematics MA.1.1.OA.3: Apply properties of operations as strategies to add and subtract. Students need not...

**Tools and Manipulatives** Formula Reference Sheet

None selected Upload

[+ Add Teacher Instructions](#)

[+ Add Item](#)

[Return to Test Details](#) [Save](#)

10. Once you have made the necessary edits, scroll to the bottom on the page and select **save**.

Go Math Grade 1 Chapter 3 (SAMPLE):Editing (Ans...)

Item 1 ✓ Delete 12 items < >

NY Common Core: Mathematics MA.1.1.OA.3: Apply properties of operations as strategies to add and subtract. Students need not...

**Tools and Manipulatives** Formula Reference Sheet

None selected Upload

[+ Add Teacher Instructions](#)

[+ Add Item](#)

[Return to Test Details](#) [Save](#)

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11. Continue making edits to any other questions by selecting from the left side of the page. When you are finished with all your edits select **Return to Test Details**.

Go Math Grade 1 Chapter 3 (SAMPLE):Editing (Ans...)

Item 1 Delete

12 items

NY Common Core: Mathematics MA.1.1.OA.3: Apply properties of operations as strategies to add and subtract. Students need not...

Tools and Manipulatives

Formula Reference Sheet

None selected

Upload

+ Add Teacher Instructions

+ Additional Properties (Optional)

Return to Test Details Save

+ Add Item

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12. Select **make public**.

Test Detail

Go-Math Grade 1 EOY 2016-2017 (Test Key Only) [25380]

Test Stage Private Draft Public Draft Ready To Schedule Scheduled In Progress Completed

Test Actions

Copy Test

Delete this Test

Student Test Booklet (.doc)

Answer Key (.pdf)

Co-Authoring Settings

Schedule Information

Instructions

Add Instructions

Test Content

Add Item

Item 1 Multiple Choice

A

B

C

D

Correct Answer D

Point Value 1

Make Public

### 13. Select **ready to schedule**.

Test Detail

Go-Math Grade 1 EOY 2016-2017 (Test Key Only) [25380]

Ready to Schedule

Test Stage: Private Draft, Public Draft, Ready To Schedule, Scheduled, In Progress, Completed

Test Actions:

- Copy Test
- Delete this Test
- Student Test Booklet (.doc)
- Answer Key (.pdf)

Schedule Information

Associated Resources

Test Properties

Test Item Defaults

Instructions

Add Instructions

Test Content

Add Item

Item 1 Multiple Choice

A

B

C

✓ D

Actions

Correct Answer

D

Point Value

1

Standard ID

MA.1.1.OA.5

more

### 14. A pop up will appear. Click on **OK** to continue.

Test Detail

Go-Math Grade 1 EOY 2016-2017

Ready to Schedule

Test Stage: Private Draft, Public Draft, Ready To Schedule, Scheduled, In Progress, Completed

Test Actions:

- Copy Test
- Delete this Test
- Student Test Booklet (.doc)
- Answer Key (.pdf)

Schedule Information

Associated Resources

Test Properties

Test Item Defaults

Instructions

Add Instructions

Test Content

Add Item

Item 1 Multiple Choice

A

B

C

✓ D

Actions

Correct Answer

D

Point Value

1

Standard ID

MA.1.1.OA.5

more

nyc.schoolnet.com says:

Are you sure you are ready to schedule the test? You will no longer be able to make changes to the test. Do you want to proceed?

OK Cancel

## 15. Select **schedule**.

Test Detail

Go-Math Grade 1 EOY 2016-2017 (Test Key Only) [25380]

Test Stage: Private Draft | Public Draft | **Ready To Schedule** | Scheduled | In Progress | Completed

**Schedule**

**Test Actions**

- Copy Test
- Delete this Test
- Student Test Booklet ( .doc )
- Answer Key ( .pdf )

**Schedule Information**

**Associated Resources**

**Test Properties**

**Test Item Defaults**

**Test Content**

Item	1	Multiple Choice	Actions
	A		Correct Answer
	B		D
	C		Point Value
	D	✓	1
			Standard ID
			MA.1.1.OA.5

**Test Content**

Item	2	Multiple Choice	Actions
	A		Correct Answer
	B		D
	C		Point Value
	D	✓	1

## 16. Within the Test Settings, select the **Start Date** (the current date) and **End Date** (June 23rd).

Schedule a Test: Test Settings

Go-Math Grade 1 EOY 2016-2017 [25380]

[View Details](#)

Test Stage: Private Draft | Public Draft | **Ready To Schedule** | Scheduled | In Progress | Completed

**SUBJECT:** Mathematics **ADMINISTRATION DATES:** Not Scheduled

**GRADE LEVEL:** FIRST GRADE **COLLECTION STATUS:** Not Started

**Test Settings**

Start Date\*

End Date\*

Score Due Date\*

☐ Prevent the students from accessing the test results until after the end date

☐ Prevent scanning of answer sheets after the Score Due Date (Scanit Only)



17. Scroll down to the bottom and select **edit assignment**.

Schedule a Test Set: X

how to take a screenshot: X

https://nyc.schoolnet.com/Assess/EditSchedule.aspx?id=25380&referrer=~%2FAssess%2FViewTestDetails.aspx%3Ftestid%3D25380

Apps How to Use the Snipp Save Media > Free Str TRIUMPH CLOUD - Tf triumph\_cloud\_quick\_ user\_manual\_jfp\_en\_2 www.triumphcloud.co TRIUMPH CLOUD - Tf e3dbb3889b0781e66

☐ Enforce test time

☐ Timed Test

☐ Track and Display Student Response Times

☐ Scramble question order (will override custom question labels in student's online test)

☐ Scramble answer choices (applies to specific items ⓘ)

☒ Allow students to pause test

☐ Allow only assigned students to take test

Assignment for 12X300 The School of Science and Applied Learning

☒ Assign to students ☐ Recommend to teachers

Test is currently unassigned

[Accept Quick Assignment](#): 1 Course (Mathematics, Grade FIRST GRADE) in 1 School

[Edit Assignment](#)

Save Cancel

18. From the Department drop down menu, select **OFFICAL\_CLASS** and select **GO**.

Assignment: Select Courses

Go-Math Grade 1 EOY 2016-2017 [25380]

[View Details](#)

Online Passcode: MY9TE9PA

Test Stage **Private Draft** Public Draft Ready To Schedule Scheduled **In Progress** Completed

SUBJECT: Mathematics ADMINISTRATION DATES: 11/5/2016 - 6/23/2017

GRADE LEVEL: FIRST GRADE COLLECTION STATUS: Not Started

Select Courses

Course

Department **OFFICAL\_CLASS**

Grade **FIRST GRADE** to **FIRST GRADE** **Go**

Limit by Schools Assign by Sections

## 19. Select **Course Name** to select all classes and then **Add Selected**.

Assignment: Select Course

Grade: FIRST GRADE to FIRST GRADE Go

Limit by Schools Assign by Sections

Choose courses **2** Add Selected Remove Selected Selected courses

Results 1 - 5 of 5

<input type="checkbox"/>	Course Name	Course ID	# of Sections	
<input type="checkbox"/>	OFFICIAL_CLASS 105 X300 0	X30020161050	1	No courses assigned.
<input type="checkbox"/>	OFFICIAL_CLASS 115 X300 0	X30020161150	1	
<input type="checkbox"/>	OFFICIAL_CLASS 116 X300 0	X30020161160	1	
<input type="checkbox"/>	OFFICIAL_CLASS 210 X300 0	X30020162100	1	
<input type="checkbox"/>	OFFICIAL_CLASS 216 X300 0	X30020162160	1	

Search the web and Windows

2:36 PM 11/5/2016

## 20. All classes will now appear on the right side of the screen.

Assignment: Select Course

Department: OFFICIAL\_CLASS

Grade: FIRST GRADE to FIRST GRADE Go

Limit by Schools Assign by Sections

Choose courses Add Selected Remove Selected Selected courses

Your search did not return any unselected courses.

<input type="checkbox"/>	Course Name	Course ID
<input type="checkbox"/>	OFFICIAL_CLASS 105 X300 0	X30020161050
<input type="checkbox"/>	OFFICIAL_CLASS 115 X300 0	X30020161150
<input type="checkbox"/>	OFFICIAL_CLASS 116 X300 0	X30020161160
<input type="checkbox"/>	OFFICIAL_CLASS 210 X300 0	X30020162100
<input type="checkbox"/>	OFFICIAL_CLASS 216 X300 0	X30020162160

Done, View Summary >>

Search the web and Windows

2:44 PM 11/5/2016

21. Scroll to the top of the page and select **View Details**.

The screenshot shows the NYC Schoolnet interface. At the top, there's a navigation bar with links like 'School & District Data', 'Classrooms', and 'Assessment Admin'. The main heading is 'Assignment: Select Courses' for 'Go-Math Grade 1 EOY 2016-2017 [25380]'. Below the heading, the 'View Details' link is circled in blue. Other visible elements include the 'Test Stage' (In Progress), 'SUBJECT: Mathematics', 'GRADE LEVEL: FIRST GRADE', and 'ADMINISTRATION DATES: 11/5/2016 - 6/23/2017'.

22. On the left side of the page. Select **Answer Sheets**.

The screenshot shows the NYC Schoolnet 'Test Detail' page for 'Go-Math Grade 1 EOY 2016-2017 (Test Key Only) [25380]'. On the left side, under the 'Test Actions' menu, the 'Answer Sheets' link is circled in blue. The 'Test Content' section shows a 'Multiple Choice' question with options A, B, C, and D, where D is marked as the correct answer.

23. Scroll down. Click on **Section** to select all class and then on **Generate Answer Sheet**.

View Details

Online Passcode: MY9TE9PA

Test Stage: **Private Draft** Public Draft Ready To Schedule Scheduled **In Progress** Completed

SUBJECT: Mathematics ADMINISTRATION DATES: 11/5/2016 - 6/23/2017

GRADE LEVEL: FIRST GRADE COLLECTION STATUS: Not Started

Section

Section Search

Region: District 12 Superintendent

School Type: Elementary

School: 12X300 The School of Sci

Grade Level: FIRST GRADE

Department: -- All Departments --

Course: -- All Courses --

Teacher:

Generate Answer Sheet

Results 1 - 5 of 5

Section	Teacher	# of Students
<input checked="" type="checkbox"/> OFFICIAL CLASS 105 X300 0 RODRIGUEZ 0	RODRIGUEZ, IRIS	24
<input checked="" type="checkbox"/> OFFICIAL CLASS 115 X300 0 REYES 0	REYES, JENNIFER	25
<input checked="" type="checkbox"/> OFFICIAL CLASS 116 X300 0 THOMAS 0	THOMAS, NADINE	25
<input checked="" type="checkbox"/> OFFICIAL CLASS 210 X300 0 STEPHENSON 0	STEPHENSON, FATIMA	13
<input checked="" type="checkbox"/> OFFICIAL CLASS 216 X300 0 MARTIN 0	MARTIN, KERIANN	27

Generate Answer Sheet

24. Message that file is being created will appear at the top of the page after clicking Generate Answer Sheet. Click on circle once it is **red** to download the file. Save and Print answer sheets.

NYC Schoolnet

Welcome, JENNIFER! | Sign Out | My Account | Help

Find a Student Go

School & District Data Reports & Indicators

Classrooms Rosters, Reports, Planners

Assessment Admin Create & Monitor

# Answer Sheet Generator

Go-Math Grade 1 EOY 2016-2017 [25380]

View Details

Online Passcode: MY9TE9PA

Test Stage: **Private Draft** Public Draft Ready To Schedule Scheduled **In Progress** Completed

SUBJECT: Mathematics ADMINISTRATION DATES: 11/5/2016 - 6/23/2017

GRADE LEVEL: FIRST GRADE COLLECTION STATUS: Not Started

Section

Section Search

Region: District 12 Superintendent

Results 1 - 5 of 5

Generate Answer Sheet